

Baltimore Convention Center

Job Announcement

Office of Human Resources

Account Executive/Convention Services Manager

Please mail your completed Baltimore Convention Center application or resume to:

Baltimore Convention Center
1 W. Pratt Street
Baltimore, MD 21201

DEPARTMENT: Sales & Marketing

SALARY: \$58,300

GRADE: 110

CLOSING DATE: October 25, 2016

POSITION DUTIES: Acts as primary liaison between customer and center; plans, organizes, and coordinates all logistics including event specifications, meetings and site tours for assigned events; coordinates with various departments and service contractors to meet customer needs.

MINIMUM QUALIFICATIONS:

EDUCATION: A bachelor's degree in business, public relations, hospitality, marketing, or related field from an accredited college or university.

EXPERIENCE: Three years of experience at the intermediate level.

SELECTION PROCESS: Only candidates who meet the minimum qualifications will be considered for this classification. Send cover letter, resume, and/or applications to the Office of Human Resources, Baltimore Convention Center, 1 W. Pratt Street, Baltimore, Maryland 21201 or email resume to jobs@bccenter.org.

Equal Opportunity Employer/Affirmative Action Employer